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Contracting Command*

# **Government Purchase Card (GPC) New Cardholder/Billing Official Training**

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Agency/Organization Program  
Coordinator  
Presidio of Monterey  
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# AGENCY / ORGANIZATION PROGRAM COORDINATORS

MICC - Presidio of Monterey  
Controls/Oversees the Presidio of Monterey  
Government Purchase Card (GPC) Program

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# DEFINITIONS

- **Agency/Organization Program Coordinator (A/OPC)**
- **Billing/Approving/Certifying Official (BO)**
- **Appointment/Delegation of Authority**
- **Billing Cycle dates**
- **Access Online (AXOL)**
- **Supply**
- **Service**
- **Construction**



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# DOLLAR LIMITS

**SINGLE PURCHASE LIMIT:** The maximum amount a cardholder is authorized to spend on any one transaction -  
\$3,000 (SUPPLIES);  
\$2,500 (SERVICES)  
\$2,000 (CONSTRUCTION)

**30 DAY PURCHASE LIMIT:** The maximum amount a cardholder may spend during the billing cycle

**30 DAY OFFICE LIMIT:** The billing official's maximum limit that can be spent by their cardholders over the billing cycle.

REMEMBER – Until Budget gives you the money,  
you have NONE!!!





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# **REGULATIONS**

- Guidance:
- **Federal Acquisition Regulation (FAR)**
- **Army Purchase Card Operating Procedures**
- **DoD Financial Management Regulation (FMR)**



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# REGULATIONS

- Guidance:
  - **Government Purchase Card Users Guide**  
SOP # DOC-CG001
  - **SOP Government Purchase Card Checks**  
SOP # DOC - 003
  - **SOP Government Purchase Card Audit Procedures**  
» SOP # DOC - 006
  - **POM GPC web page for current user guide:**

[http://www.monterey.army.mil/Contracting/purchase\\_card.html](http://www.monterey.army.mil/Contracting/purchase_card.html)





# OBTAINING AN ACCOUNT

**In order to establish an account the following must be provided to the AOPC:**

- **Directorate Nomination Request & Completed Setup Form**
- **Training Certificates**
  - Defense Acquisition University (CLG 001 & CLM 003)
  - AXOL USBank Access On-line Training
  - GSA SmartPay Purchase Card On-line Training
    - On-site Classroom Training
  - Appointment/Delegation Letter acknowledgment

**(NOTE: Original or “Refresher” training certificate must be dated within the last 12 months)**

**It may take as long as two weeks for the establishment of an account, so please plan accordingly.**





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# ESTABLISHMENT OF YOUR ACCOUNT

**CARDHOLDERS:** You must register your account in AXOL at  
<https://access.usbank.com/cpsApp1/index.jsp>

**BILLING OFFICIALS:** You will receive notification when your account is created. You may login into AXOL utilizing the password and login provided to you by the A/OPC.

**(FAILURE ON YOUR PART TO LOGIN IS NO EXCUSE FOR DELIQUENCIES)**



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# CONDITIONS FOR GPC USE

- **To make an authorized purchase that satisfies a mission essential, bona fide need, at a fair and reasonable price, and meet the Government's minimum needs**
- **The card may be used only by the individual issued the card**
- **A single purchase may not exceed the single purchase limit**
- **NO EXCEPTIONS -**
- **Purchases do not require competition but file must be documented that the price is fair and reasonable**
- **No backordering of merchandise is allowed**
- **No partial shipments are allowed**





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# CONDITIONS FOR USE

(cont)

**Government purchases are sales tax exempt: Tax  
Exempt Number 351880470**

**Prior approvals must be obtained for ADPE and  
construction purchases**

**Obtain safety/environmental personnel input prior to  
the purchase of hazardous materials**

**Coordinate hand receipt for all accountable property  
purchased**

**Mandatory sources of supply must be utilized - Federal  
Acquisition Regulation (FAR) Part 8**





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# MANDATORY SOURCES OF SUPPLY

**Self Service Supply Center located on an installation**

**Army BPAs at DoD EMAIL <https://dod-email.dla.mil/acct/>**

**Federal Supply Schedules**

**only after the above have been excluded in writing**

**Commercial Sources**

- **Federal Acquisition Regulation (FAR) Part 8**





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# MANDATORY SOURCES OF SUPPLY

## OFFICE SUPPLIES

**Army BPA on Email or local Self Service Supply Center  
are your PRIORITY SOURCES**

- Print non-availability statement from Email
- Document no local SSSC (if applicable)

**Federal Acquisition Regulation (FAR) Part 8**



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# MANDATORY SOURCES of SUPPLY

## Computer Equipment, Hardware and Software

**PRIOR to purchase, cardholders are required to obtain an approved CAPR from NEC for the following equipment: Any equipment that emits radio waves, computers, switches, printers, memory sticks / thumb drives, external hard drives, fax machines, scanners, digital cameras, servers, monitors, projectors, digital senders, TVs, routers, Networking Devices, KVM Switches, copiers.**

All commercial off-the-shelf (COTS) software, desktops, notebook computers, VTC equipment and IT equipment (routers, servers, printers, etc) MUST be purchased through CHESS.

A CHESS waiver is required prior to purchasing these items outside of these agreements.



CHESS Website: <https://ascp.monmouth.army.mil>

NOTE: Consolidated Buy Periods are Feb/March and Aug/Sept.  
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## **ABILITYONE**

**FAR 8.704: The JWOD Act requires the Government to purchase supplies or services on the Procurement List, at prices established by the Committee, from JWOD participating nonprofit agencies if they are available within the period required.**



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# WHY MUST I PAY MORE FOR CERTAIN PRODUCTS?

**THE JAVITS-WAGNER-O'DAY (JWOD) ACT created The Committee for Purchase from People Who are Blind or Severely Disabled. This committee works with nonprofit agencies under the JWOD program to distribute AbilityOne products.**

**WHY? The procurement of products and services through JWOD provides long-term, stable employment for individuals who are blind or have other severe disabilities. In many cases, it is their only vocational option**





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# MANDATORY SOURCES OF SUPPLY

**JWOD/Ability One Products are available at:**

- - **Self-Service Supply Centers (SSSC)**
- - **DoD Email Army Blanket Purchase Agreements**
- - **Federal Supply Schedules (GSA Advantage)**

**[https://www.gsaadvantage.gov/advantage/main/start\\_page.do](https://www.gsaadvantage.gov/advantage/main/start_page.do)**



**Or on the Email**



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# MANDATORY BUY RECYCLED PROGRAM

**FEDERAL ACQUISITION REGULATION, EXECUTIVE ORDER 13101 AND RESOURCE CONSERVATION AND RECOVERY ACT OF 1976 MANDATES THE PURCHASE OF GOODS MADE WITH RECYCLED MATERIALS TO THE GREATEST EXTENT POSSIBLE.**

**EXCEPTIONS: (1) Unreasonable price, (2) Does not perform to a reasonable standard; (3) not available within a reasonable timeframe.**



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# HAZARDOUS MATERIALS (HAZMAT)

- **DO NOT buy Hazmat, Package POL related products or non vehicle related batteries** on Credit Card!!

Contact your Pollution Prevention Operations Center (PPOC)

Or your Safety Officer to guide you...

- PPOC centrally procures and stocks various HAZMAT materials
- Issued directly to units and other garrison activities
- Hazmat lockers in motor pools & hangars
- Return all Empty containers to Return Lockers @ Motor Pools & Hangars

The PPOC handles:

- Vehicle and weapons system maintenance HAZMATs
- Specialty colored paints
- Spill kits and kit replacement items (socks, pads, absorbent, etc.)
- Batteries (except vehicle and aviation lead-acid)

The PPOC procures/stores:

- Field Sanitation Team hazmat
  - Calcium Hypochlorite/ ACU pesticide treatment kits

Water Purification Unit Chemicals





# Training Card

## Only One per Command

- The GPC shall be used as a method of payment for all commercial training \$25,000 and below. (*Army Purchase Card Operating Procedures* dated 23 Feb 2012 para 3-2a. pg 19)
- Training Procedures & Inclusions
  - **Compose a Memorandum for Record that includes:**
    - **Justification for the Training requirement**
    - **List of attendees that include their name, rank, contact number & unit information.**
  - **One SF 182 can be used for all attendees.**



Reimbursements: AR690-400, Chapter 410, Subchapter 6-4b(2) if due to negligence or willful misconduct...

**Reimbursements for expenses from employees failing to complete training satisfactorily will be the responsibility of the approving official, the local ABC and Financial Officer.**





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# Printing/Copying Services

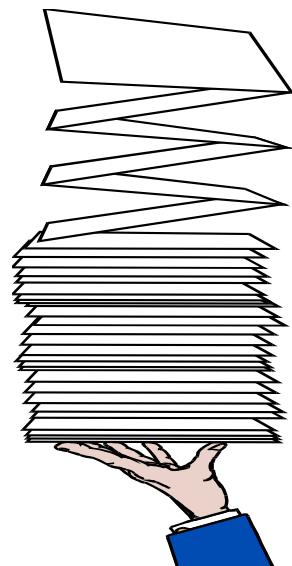
## **DAPS is MANDATORY SOURCE FOR ALL PRINTING**

**The Federal Acquisition Regulation (FAR) Subpart 8.8 states that printing must be done by or through the Government Printing Office (GPO) (44 U.S.C. 501). FAR 8.802 prohibits directly contracting commercial sources.**

**Change of Command programs are a proper expenditure of mission dollars. Photos fine. Color and other expense items are not.**

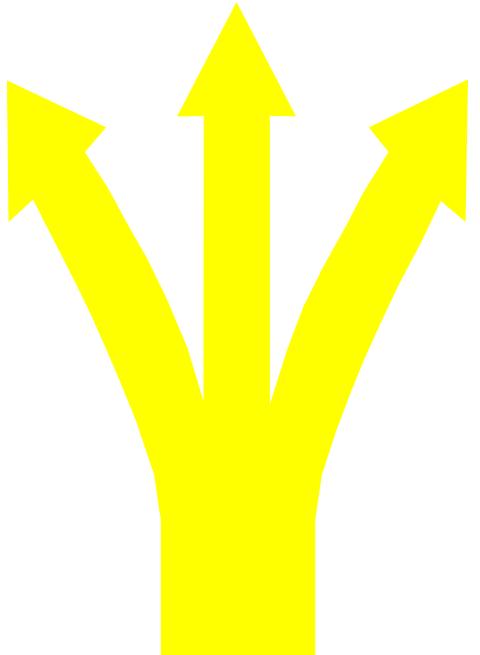
**Cardholders who go directly to commercial sources without DAPS authority will be held pecuniary liable for the cost of unauthorized printing.**

**\*\*NO printing authorized at Kinko's, ABC printing, or any other printing merchants.\*\***





# PROHIBITED PURCHASE



**A requirement may not be “SPLIT” ... to STAY BELOW THE MICRO-PURCHASE threshold of \$3,000 (SUPPLY); \$2,500 (SERVICES) and \$2,000 (CONSTRUCTION) single purchase limit.**

- **PURCHASES MADE FROM DIFFERENT VENDORS (when all items purchased “could” be purchased from one vendor)**
- **PURCHASES MADE ON DIFFERENT DAYS**
- **PURCHASES MADE BY DIFFERENT CARDHOLDERS**

## REMEMBER

**Your requirement is what is known at the time. Requirements are evaluated at the most macro level Any requirement in excess of the single purchase limit must go to the Contracting Office**





# UNAUTHORIZED PURCHASES

- **Cash advances**
- ***Travel related purchases*** - Personal/TDY
  - Purchase of airline, bus, train, or other travel related Tickets
  - Purchase of meals, drinks, lodging or other travel related costs
- **Rental or lease of land or buildings**
- **Repair of GSA leased vehicles**
- **Gifts or mementoes for individuals**
- **Telecommunication services** (cellular or pager service) without written approval. Cost may never exceed \$2,500.00 for a twelve month period.
- **Purchase of telecommunication equipment and repairs** without written NEC approval.





# UNAUTHORIZED PURCHASES

(cont)

- **ADP hardware or software without prior NEC written approval.**
- **Repetitive Services exceeding \$2,500 per year e.g. janitorial, yard and maintenance service.**
- **Personal clothing or footwear, except in emergency situations or when authorized by the agency or regulation**
- **Printing or copying services- FAR 8.802 prohibits directly contracting with commercial sources**
- **Construction services in excess of \$2,000.00 including repairs (Davis-Bacon Act)**  
***NOTE: Painting is considered a construction service***
- **Purchases requiring third party payments (PayPal)**





## **Who'd have thought these were UNAUTHORIZED USES?**

- **Savings Bonds**
- **Dating and escort services**
- **Casino gaming chips**
- **Court costs, alimony, child support**
- **Bail and bond payments**
- **Tax payments**
- **Your child's tuition payments**
- **Car payments**
- **Plastic surgery**





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# EXCEPTIONS

**Cardholders are prohibited from purchasing food items or light refreshments for personal or Government use.**

## LIMITED EXCEPTIONS:

- **AT or IDT using Food Service appropriations**
- **Sponsoring activities may serve refreshments at award ceremonies recognized under the CIVILIAN employee's incentive awards program**
- **Formal ethnic awareness program food samples as part of an education program**  
**May be considered for "formal conferences" where specific criteria are satisfied IAW recent Comptroller General decisions. (Legal review required)**



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# EXCEPTIONS

(cont)

**Cardholders are prohibited from purchasing items for personal convenience/not for official Government use**

- All appliances, handheld/portable electronic devices and clothing**

## LIMITED EXCEPTION:

**If the purchase is deemed proper, usually by an 06 or above, mission essential and a necessary expense of operating the facility, subject to certain requirements, this can be considered an exception. DOCUMENT THE APPROVAL IN WRITING AND FILE WITH THE PURCHASE DOCUMENTS**





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# EXCEPTIONS

(cont)

**Cardholders are prohibited from purchasing bottled water or water service**

## **LIMITED EXCEPTION:**

- If an agency has a Written report, from an outside water testing agency, determining that the only available water supply is harmful if consumed.**
- If there is no water available (guard shacks, FOBs, etc.)**



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# EXCEPTIONS

(cont)

**Cardholders are prohibited from purchasing “give-away” items such as trophies, awards plaques and mementoes for farewells and other occasions**

## **LIMITED EXCEPTION:**

- The purchase of give-away items in support of employee recognition programs or by recruiters may be authorized if accomplished within the authorizing regulation or an approved awards program.**
- Commander's Coin in accordance with current regulation**





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# COINS

## Unit Coin Medallions (UCM) Policy 04 Aug. 2006

UCMs are custom minted coins that are presented by an authorized individual as an on-the-spot recognition for exceptional service or accomplishment.

Units can **NOT** spend more than \$5,000 on UCMs in any one Fiscal Year unless they have Chief of Staff, FORSCOM or USARC, approval.

UCMs can **NOT** be given to Contractors. UCMs can be given to any Soldiers, DA Civilian employee, or volunteers.



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# EXCEPTIONS

(cont)

**Cardholders are not authorized to purchase business cards**

**LIMITED EXCEPTION: Printing of business cards using existing software and agency purchased card stock for use in connection with official activities**



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## DENIED PURCHASES

**When a purchase is denied by US Bank, the cardholder/billing official shall immediately contact US Bank at 888 994-6722 to learn the reason for denial.**

**Coordinate the necessary corrective action with billing official and/or budget analyst.**

**Contact your AOPC/budget analyst to make the correction to the account, if necessary.**





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# UNCERTIFIED ACCOUNTS

*UNCERTIFIED ACCOUNTS LEAD TO DELINQUENCIES*

**The billing official has five business days to certify their accounts.**

**Accounts uncertified on the sixth business day are subject to having their card suspended by the A/OPC.**

**Accounts will only be reopened after they have been certified.**

**Habitual uncertified accounts may require supervisor/commander intervention.**





# DISPUTE PROCEDURES

## **Most common reasons for disputes:**

- **Unrecognized charges**
- **Items billed, not received**
- **Defective merchandise**

## **90-Day window of opportunity**

**Work with vendor during the first 30 days (begins on the date of the charge)**

**Dispute if problem is not resolved by the 31st day**

Never dispute a transaction until AFTER the billing cycle has been certified!!





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# DISPUTE PROCEDURES

(cont)

## THINGS YOU CANNOT DISPUTE

- **Tax charges**
- **Shipping charges**
- **Service quality**
- **Unauthorized purchases bought by the cardholder**



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## ACTIVE LOGINS

**USER IDS ARE ELIMINATED FROM THE SYSTEM  
AFTER SIX MONTHS OF INACTIVITY**

**THREE BAD LOG-IN ATTEMPS WILL RESULT IN  
AN “INACTIVE” MESSAGE FROM US BANK**

**SHOULD YOU RECEIVE THIS MESSAGE YOU  
MUST CALL THE BANK TO HAVE THE  
ACCOUNT REACTIVATED.**

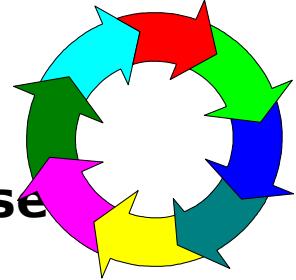


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# CARDHOLDER RESPONSIBILITIES



- **Obtain all necessary pre-approvals prior to purchase**
- **Screen/exclude mandatory sources of supply**
- **Rotate, Rotate, Rotate - Micro-purchase laws and regulations governing the GPC VISA purchase card program requires that cardholders rotate merchants.**
- **Verify receipt/acceptance of goods and services**
- **Retrieve monthly statement from AXOL**
- **Maintain ALL original receipts and other supporting documentation until turned over to the billing official**
- **Resolve questionable transactions with vendor and track items billed but not received**





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## CARDHOLDER RESPONSIBILITIES

**Maintain physical security of the card. The card should NEVER be surrendered until it has been terminated.**

**Report account closures in writing to the A/OPC.**

**NEVER let another individual use your card.**

**Report lost or stolen cards immediately to US Bank, Billing official and the A/OPC.**

**Maintain purchase log in AXOL throughout the billing cycle, reconcile transactions and approve statement within THREE business days at end of the billing cycle.**





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## CARDHOLDER RESPONSIBILITIES

(cont)

**Ensure funds are available to pay for all purchases**

**Ensure purchased items are received by the requiring activity. Document receipt if items are considered pilferable, sensitive or controlled.**



**Obtain mandatory refresher training annually**



# BILLING OFFICIAL RESPONSIBILITIES

- Ensures each cardholder fulfills responsibilities
- Reviews assigned cardholder's statement (approves in the absence of cardholder)
- Prints monthly billing statement from AXOL
- Retains copy of billing statement and ALL ORIGINAL supporting documentation (receipts, logs, invoices, approvals, etc.) and performs annual file audits of all cardholders
- Ensures files are in an auditable condition (by purchase, by month)
- Ensures PBO coordination for all accountable purchases by cardholders
- Reports fraudulent, improper, abusive or questionable purchases to the A/OPC





# BILLING OFFICIAL RESPONSIBILITIES

(cont)

- **Notifies A/OPC of cardholder account closures in writing**
- **Resolves any questionable purchases with the cardholder and follow-up action as necessary**
- **Development of local SOP**
- **Obtains mandatory refresher training annually**
- **Conducts annual inspection of cardholder files**
- **Notifies the A/OPC to reassign or suspend the Billing Official account prior to departure or reassignment**
- **Certifies for payment the official invoice NLT FIVE business days at the end of the billing cycle**
- **Ensures proper line of accounting is used for payments (reallocation)**





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## BILLING OFFICIAL RESPONSIBILITIES

(cont)

**Ensures assigned cardholders does not exceed seven**  
**Ensures an alternate Billing Official is appointed for the account**



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# Manufacturer Rebates

Manufacturer Rebates are the  
property of the U.S.  
Government.

**Rebate checks shall be made out to  
the U.S.. Treasury and not individuals.**



**If property is offered in lieu of a  
Rebate check, the property belongs  
to the U.S. Government.**





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# ADMINISTRATIVE FILES

**YOUR ADMINISTRATIVE FILE WILL BE AUDITED AND SHALL INCLUDE:**

- Completed nomination form
  - All training certificates
- DAU, Ethics, AXOL, GSA
- Classroom
- Refresher (as applicable)
  - Delegation of Authority (CH) or Appointment Letter (BO)
    - Army Purchase Card Operating Procedures (2/23/12)
    - Presidio of Monterey Customer Guide DOC - CG001
    - Local or BO SOP (if applicable)



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# MANDATORY DAU TRAINING

**PRIOR TO RECEIVING AN ACCOUNT ALL NEW CARDHOLDERS AND BILLING OFFICIALS ARE REQUIRED TO COMPLETE ON-LINE CONTINUOUS LEARNING MODULES CLG 001 & CLM 003 TRAINING AT:**

- <https://learn.dau.mil/>

**A COPY OF YOUR COMPLETION CERTIFICATE IS REQUIRED**

**ANNUAL REFRESHER TRAINING IS MANDATORY**



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## **MOST COMMON INSPECTION DEFICIENCIES**

- Missing statements/purchase logs**
- Missing cardholder accounts**
- Missing training certificates**
- Stand-alone purchase documentation**
- Exclusion of mandatory sources of supply**
- Pre-approvals**
- Property book coordination**
- Split purchases**
- Payment of sales tax**



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# PROCUREMENT INTEGRITY AND ETHICS

- **All Government purchase card participants are required to take annual ethics and acquisition training.**

## **Daily Business with Merchants:**

- **Cardholders and Billing Officials must use sound judgment in all contacts with merchants.**
- **Two Factors of Ethics:**
- **1) Employees shall not use public office for private gain**
- **2 Employees shall act impartially and not give preferential treatment to any private organization or individual.**





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# PROCUREMENT INTEGRITY AND ETHICS

**All misconduct committed by a GPC holder or  
Billing Official can result in:**

- CIVIL (MONEY) or
- CRIMINAL (JAIL AND/OR MONEY)  
PENALTIES
- ADVERSE PERSONNEL ACTION

**REMEMBER: YOU ARE RESPONSIBLE**



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## REFERENCES

- **5 U.S. Code Section 7530, et seq.**
- **18 U.S. Code Section 200, et seq.**
- **41 U.S. Code Section 423**
- **Federal Acquisition Regulation**
- **DoD Regulation 5500.7R**
- **Joint Ethics Regulation**
- **Executive Order 12674**



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# PROCUREMENT ETHICS

## EXECUTIVE ORDER 12674

- (a) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.**
- (b) Employees shall not hold financial interest that conflict with the conscientious performance of duty.**
- (c) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.**
- (d) An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary**





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# PROCUREMENT ETHICS

## EXECUTIVE ORDER 12674

(cont)

**value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.**

- (e) Employees shall put forth honest effort in the performance of their duties.**
- (f) Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government.**



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# PROCUREMENT ETHICS

## EXECUTIVE ORDER 12674

(cont)

- (g) Employees shall not use public office for private gain.**
- (h) Employees shall act impartially and not give preferential treatment to any private organization or individual. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.**
- (j) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.**





# PROCUREMENT ETHICS

## EXECUTIVE ORDER 12674

(cont)

- (k) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.**
- (l) Employees shall satisfy, in good faith, their obligations as citizens, including all just financial obligations, especially those such as Federal, state or local taxes - that are imposed by law.**
- (m) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age or handicap.**





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# PROCUREMENT ETHICS EXECUTIVE ORDER 12674

(cont)

**(n) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.”**



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## **POM GPC AUDIT FINDINGS**

- Lack of Supporting Documentation
  - Property book items
  - Missing receipts and purchase documentation
  - Purchases not in monthly folders
- Use of Non-mandatory Sources of Supply
  - Paypal, Kinkos, & Not using DOD E-Mall
- Splitting Requirements
- Lack of Explanatory detail in the Electronic AXOL Transaction Log
- Not Keeping Current with mandatory Annual “Refresher” and Ethics Training



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## **POM GPC AUDITS**

- **What Looking for in Files:**
  - Appointment Letter
  - Training Certificates
  - POM Customer Guide
  - Audits
  - Monthly File Folders
  - Backup Documents



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## **POM GPC AUDITS**

- **What Else Looking For:**
  - Standardized order of filing actions
  - Frequency cardholders using their card
  - If each cardholder has their own folder (not combining all cardholders' actions in one folder)
  - Cards should be secured (locked up) and left at work.





# POM GPC AUDITS

- **Disciplinary Actions on Violations:**

- 1<sup>st</sup> Offense: Normally lenient with warning.
- 2<sup>nd</sup> Offense: Will address personal and ethical issues and involves stricter disciplinary measures.
- Serious Violations Require Strict Discipline

Examples: Split purchases; failure to report property book; purchasing prohibited supplies or services and; bypassing mandatory sources.

Disciplinary Process is a **judgmental process** and is subject to seriousness of violation.





## POINTS TO REMEMBER

- Purchases must be approved
  - by approving official in writing
- Don't split requirements
- You are the agent for the Government
- You are liable for your actions
- Document, document, document!
- Don't forget property book coordination
- Call A/OPC if in doubt





# AXOL

## **TRAINING AND PASSWORDS:**

- **Web base training (WBT):**
  - <https://wbt.access.usbank.com>
  - Organization short name: army
  - WBT Password: (Contact A/OPC for Password)
- **Access for AXOL Statement Reconciliation :**
  - <https://access.usbank.com>
  - Organization short name: army
  - Billing Officials will obtain an AXOL User ID and Password from the A/OPC
  - Cardholders shall use the online AXOL registration to obtain a AXOL User ID and Password.





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# ANY QUESTIONS BEFORE THE TEST



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- **What are the billing cycle dates?**
- **After how many days will a CH account be shut down for a BO's failure to certify IAW Army Policy?**
- **When should a transaction be disputed?**
- **What should a CH do when a transaction is declined by US Bank?**
- **When is refresher training required?**
- **Who has the ability to reset passwords?**
- **What pre-approvals are necessary prior to a purchase?**





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## *Introducing Access® Online*

Cardholder and Billing Official Training

<https://access.usbank.com>



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## **New Access Online Concepts**

- Change your password every 60 days
- View statements online
- Receive email notification of statement availability
- Have transactions final-approved by a billing official
- Combine reallocation and order and transaction matching



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# **AXOL Instructions**

**CARDHOLDERS**  
(for every purchase AND credit)

1. Creating a manual order
2. Matching transactions and orders
3. Approve the Statement

**BILLING OFFICIALS**

1. Final Approval (for each transaction)
2. Certify the Statement





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# Logging In

Welcome to Access Online!

Please enter the information below and log in.

Organization Short Name:

User ID:

Password:

**Organization Short Name**

**User ID**

**Password**

**Login**

[Forgot your password?](#)

[Register Online](#)

**<https://access.usbank.com>**



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# Viewing Transactions

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### U.S. Bank Access® Online

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**Message from U.S. Bank**

Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

**Account Link to List of Transactions**

TRANSACTIONS

Log Out

Account Activity  
Select an Account

Purchasing Card  
\*\*\*\*\*4444

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### U.S. Bank Access® Online

Transaction Management  
Transaction List  
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**Transaction Management**

**Transaction List**

View, review, allocate/reallocate and add comments to transaction information.

**Link to Transaction List**

Log Out





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# ***Transaction Management***

- Transaction list
- Disputes
- Transaction and order matching
- Transaction approval process



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# Transaction List

**Transaction Management**  
Card Account Summary with Transaction List

Account Number: 4716300005905691, DAMITA MARALDO  
[Create Order](#) | [Manage Orders](#) | [» Trans List](#)

**Card Account Summary**

Account Number: 4716300005905691  
Account Name: DAMITA MARALDO  
Billing Cycle Close Date: Open [Search](#)  
Total \$ (#) of Reallocated Transactions: \$0.00 (0)  
% of Transactions Reallocated: 0%  
Total \$ (#) of Transactions: \$7,998.24 (20)  
[Open Account](#)  
[Approve Statement](#)  
Statement Approval History  

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

**Search Criteria**

Transaction Amount: Purchase ID: Approval Status: [Advanced Search](#)  
All \$  All  
Order Match Status: [Advanced Search](#)  
All  
Disputed Transactions: Reallocated Transactions:  
Display 25 Transactions per page  
[Search](#) | [Reset & Search with Defaults](#)

**Transaction List**

Records 1 - 20 of 20  
[Check All Shown](#) | [Uncheck All Shown](#)

Select Status	Approval Match	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting
<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	PACE CUSTOM CASES & BAGS	000-000-0000, UT	\$269.40	05691	9232 277 542 10230 0SLB
<input type="checkbox"/>	Pending	05/21	05/24	DOD EMAIL	BATLE CREEK, MI	\$1,195.56	05691	9232 277 542 10230 0SLB
<input type="checkbox"/>	Pending	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	9232 277 542 10230 0SLB
<input type="checkbox"/>	Pending	05/21	05/24	OMEGA ENGINEERING	203-3507710, CT	\$508.40	05691	9232 277 542 10230 0SLB

**Choose the Billing Cycle & Click the Search button to bring up a list of transactions within that cycle.**

**Card Account Summary**

**Search Criteria**

**Transaction List**



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# Transaction List

## Transaction List

[\[+\] Transaction List](#)  
[Links to Transaction Detail](#)

[Return to top](#)

Records 1 - 7 of 7

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval	Match	Trans.	posting	Merchant	City/State	Amount	Purchase ID	Accounting Code
	<a href="#">② Status</a>	<a href="#">🕒 Date</a>	<a href="#">🕒 Date</a>							
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">05/20</a>	<a href="#">05/24</a>	DOD EMAIL		BATLE CREEK, MI	\$1,195.56	05691	<a href="#">9232 277 542 10230 0SLE</a>	
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">05/21</a>	<a href="#">05/24</a>	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	<a href="#">9232 277 542 10230 0SLE</a>		
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">05/21</a>	<a href="#">05/24</a>	OMEGA ENGINEERING	203-3597719, CT	\$508.40	05691	<a href="#">9232 277 542 10230 0SLE</a>		
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">05/20</a>	<a href="#">05/21</a>	THATCHER COMPANY	8019724587, UT	\$1,173.78	05691	<a href="#">9232 277 542 10230 0SLE</a>		
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">05/13</a>	<a href="#">05/17</a>	ANIXTER INC	224-521-8000, IL	\$2,472.20	05691	<a href="#">9232 277 542 10230 0SLE</a>		
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">05/07</a>	<a href="#">05/10</a>	CDW*GOVERNMENT INC	800-808-4239, IL	\$1,262.48 CR	05691	<a href="#">9232 277 542 10230 0SLE</a>		
<input type="checkbox"/>	<a href="#">Pending</a>	<a href="#">05/06</a>	<a href="#">05/10</a>	PACIFIC STEEL BRANCH #34	8019739068, UT	\$1,056.46	05691	<a href="#">9232 277 542 10230 0SLE</a>		

[② Disputed](#) [🕒 Matched](#) [⚠ Exception](#) [⤓ Reallocated](#)[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 7 of 7

[Reallocate](#)[Mass Reallocate](#)[Match To Order](#)

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# Transaction Detail Summary Tab

## Transaction Management

### Transaction Detail

[Log Out](#)

Account Number: 4716300005905691, DAMITA MARALDO

[Create Order](#) | [Manage Orders](#) | [Trans List](#)

#### Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
Reviewed	Disputed	Matched	Exception	DOD EMAIL	BATLE CREEK, MI	\$1,195.56	05691	9232127715421321DE

(R) Reviewed (D) Disputed (M) Matched (E) Exception (A) Reallocated[Summary](#) [Matched Order](#) [Allocations](#) [Comments](#) [Approval History](#)

The Summary tab shows high-level transaction information.  
To initiate a dispute, click the "Dispute Transaction" link.

#### Transaction

Date: 05/20/2006  
Purchase ID: 05691  
Total Amount: 1,195.56

Memo Post: Yes

Sales Tax: 0.00  
Freight: 0.00

#### Merchant

Name: DOD EMAIL  
City/State: BATLE CREEK, MI  
Transaction Type: SALES DRAFT  
MCC Code: 9399  
MCC Description: GOVERNMENT SERVICES- OTHER

#### Reference Information

Billing Cycle: Open  
Posting Date: 05/24/2006  
Reference Number: 4716300005905667  
Authorization Number: 067852

#### Extract Date(s)

Most Recent Standard Financial Extract:  
General Ledger Extract:

Payment Extract:

#### Currency

Source Currency: U.S. Dollar  
Source Currency Amt: 1,195.56

#### Dispute

#### Information

#### Dispute

Dispute information is only reflected for disputes submitted through this system.  
• none

#### Sales Draft Requests

- none

[Dispute Transaction](#)

## Transaction Detail

## Dispute Transaction



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# Dispute a Transaction

## Transaction Management

### Select a Dispute Reason

Account Number: 4716300005905691, DAMITA MARALDO

[Switch Accounts](#)

Tran Date	Statement Date	Merchant	Amount	Reference Number
05/20/2006	05/28/2006	DOD EMAIL	1195.56	4716300005905667

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

My account was charged for this transaction and...

Reason	Additional Items Required
<input type="radio"/> <b>Unauthorized</b> ...I did not authorize the charge.	Print, Signature
<input type="radio"/> <b>Unrecognized</b> ...I do not recognize the charge.	Print, Signature
<input type="radio"/> <b>Merchandise Returned</b> ...I have not received credit for the returned merchandise.	
<input type="radio"/> <b>Merchandise Not Received</b> ...I have not received the merchandise.	
<input type="radio"/> <b>Services Not Received</b> ...I have not received the services.	
<input type="radio"/> <b>Defective</b> ...the merchandise I received was defective.	
<input type="radio"/> <b>Other</b> ...none of the above reasons fit my need to dispute this transaction.	

[Select](#)





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## ***Order Management***

- Creating a manual order
- Matching multiple transactions and orders at the same time



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# Order Management

1<sup>st</sup> way to Create an Order

## Transaction Management

### Transaction Detail

Log Out

Account Number: 4716300005905691, DOD EMAIL, BATTLE CREEK, MI	Amount: \$1,195.56	Purchase ID: 9232127715421321DE
<a href="#">Create Order</a>   <a href="#">Manage Orders</a>   <a href="#">Transaction Detail</a>		

### Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
		06/20	06/24	DOD EMAIL	BATTLE CREEK, MI	\$1,195.56	05691	9232127715421321DE

Reviewed Disputed Matched Exception Reallocated

[Summary](#) [Matched Order](#) [Allocations](#) [Comments](#) [Approval History](#)

The Summary tab shows high-level transaction information.  
To initiate a dispute, click the "Dispute Transaction" link.

#### Transaction

Date: 06/20/2006  
Purchase ID: 05691  
Total Amount: 1,195.56

Memo Post: Yes

Sales Tax: 0.00  
Freight: 0.00

#### Reference Information

Billing Cycle: Open  
Posting Date: 05/24/2006  
Reference Number: 4716300005905667  
Authorization Number: 067852

#### Extract Date(s)

Most Recent Standard Financial Extract:  
General Ledger Extract:  
Payment Extract:

#### Currency

Source Currency: U.S. Dollar  
Source Currency Amt: 1,195.56

#### Merchant

Name: DOD EMAIL  
City/State: BATTLE CREEK, MI  
Transaction Type: SALES DRAFT  
MCC Code: 9399  
MCC Description: GOVERNMENT SERVICES- OTHER

#### Dispute

Dispute information is only reflected for disputes submitted through this system.  
• none

#### Sales Draft Requests

- none

[Dispute Transaction](#)





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## *Create a Manual Order*

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View, create, maintain, delete, and/or suspend order records.

- [Create New Order Record](#)

Match Multiple Orders to Transactions

Manually match an unfulfilled order to unmatched transaction(s).

★ Log Out

Create New Order Record



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# Create a Manual Order

## Order Information

[Return to top](#) | [Go to Save](#)

### General

Order Number: *	0000102395	Order Date: *	06/12/2006	Creation Date: 06/12/2006	
Order Status:	Open	Source:	ch1purchase	Order User ID: ch1purchase	
Business Unit:	<input type="text"/>	Invoice #:	<input type="text"/>	Document #:	<input type="text"/>
Transaction Method Code:	<input type="text"/>				

Required field if  
Property Book item.

### Financials

Order Amount: *	0	Order Tax:	0	Freight Amount:	0
Source Currency:	<input type="text"/>	Source Currency Amount:	<input type="text"/>	Miscellaneous Amount:	<input type="text"/>
Contingency Operations:	<input type="text"/>	Property Book:	<input type="text"/>	UID Required:	<input type="text"/>
Contract Payment Method:	<input type="text"/>				

Required fields  
have a red  
asterisk.

### Merchant

Name: *	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Postal Code:	<input type="text"/>

### Ship To

City:	<input type="text"/>	State:	<input type="text"/>	Postal Code:	<input type="text"/>
Destination Code:	<input type="text"/>	Merchandise Received Date:	<input type="text"/>	Merchandise Due Date:	<input type="text"/>
Merchandise Need Date:	<input type="text"/>	Hazardous Materials:	<input type="text"/>	OCONUS Shipment Method:	<input type="text"/>

### Additional Information

PMO Reserved 1:	<input type="text"/>	PMO Reserved 2:	<input type="text"/>	Shipping Data:	<input type="text"/>
-----------------	----------------------	-----------------	----------------------	----------------	----------------------





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# Create a Manual Order

https://access.usbank.com/cpsApp1/USBComServlet

File Edit View Favorites Tools Help

Create Order

Home Contact Us

Request or Name

Order Number tabulates automatically

Order Date Change to Date of Transaction

Credit Order If you have a bank credit

Order Amount \$ amount spent

Merchant Where you bought

Order Number: \* 0011516123 Order Date: \* 07/14/2008 Creation Date: 07/14/2008

Order Status: Open Source: User ID: ulandaparker

Business Unit: Invoice #: Requestor Name: \* Transaction Method Co

Financials

Credit Order Order Amount: \* 0 Order Tax: 0 Freight Amount: 0

Source Currency: U.S. Dollar Source Currency Amount: 0 Property Book: No

UID Required: No Contract Payment Method: No Miscellaneous Amount: 0

Contingency Operations:

Merchant

Name: \*  State:  Postal Code:

City:

Done Internet 100%

Request or Name

Order Number tabulates automatically

Order Date Change to Date of Transaction

Credit Order If you have a bank credit

Order Amount \$ amount spent

Merchant Where you bought



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# Create a Manual Order

## Line Items

[Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

[Show/Hide Table Details](#)

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
<input type="checkbox"/>	7654321	Copy Paper	5	Ream	7.5	37.50	2.50 %
<input type="checkbox"/>	8765432	Printer Toner	12	Each	12	144.00	9.60 %
<input type="checkbox"/>	9876543	Color Copier	1	Each	1318.5	1318.50	87.90 %

[Check All Shown](#) | [Uncheck All Shown](#)Tax:   %Freight:   %[Remove](#)[Add](#)

1 Line Items

Total:   %Amount Remaining:   %



# Create a Manual Order

## Allocations

[Return to top](#) | [Go to Save](#)

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting codes, click the "[Allocate by Line Item](#)"

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (Length)	APPROPRIATION (20)	OAC (2)	ASN (5)
<input type="checkbox"/>	\$ 1500.00	or 100.00 %	Office Supplies (AAC)	--Change Current Value--	545400000000000000000000000000004 *	87 *	87	87
Unallocated Amount	\$ 0.00	0.00 %						

[Check All Shown](#) | [Uncheck All Shown](#)

[Remove](#) [Set All to Default Accounting Code](#) [Reset All Allocations](#)

[Add](#)  1 Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.





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# **Create a Manual Order**

## **Comments**

The Comments section provides user-defined text area(s) that can be used for comm

### **Client-specific Name**

## **Match Tolerance**

The order record contains no check for tolerance on both Amount and Percent. There

**Save and Create Order**

**Comments are required for Property Book items, LIK, or anything that needs further explanation...**

**Property Book #1234 item was Hand Received to John Doe etc...**

**Or**

**Saturday LIK for 175 Soldiers, 86 double per room and 2 single Rooms.**

**Or**

**Vendor double charged 375.00 correct charge was 175.00 will match credit to this order when posted.**



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# Matching Multiple Orders and Transactions

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## U.S. Bank Access® Online

### Order Management

Order Maintenance  
Match Multiple Orders

### Transaction Management

### Account Information

### Reporting

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## Order Management

### Order Maintenance

View, create, maintain, delete, and/or suspend order records.

- [Create New Order Record](#)

### Match Multiple Orders to Transactions

Manually match an unfulfilled order to unmatched transaction(s).

Match  
Multiple  
Orders to  
Transactions

★ Log Out





# Matching Multiple Orders and Transactions

## Match Multiple Orders To Transactions

### Select Transactions to Match

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

    to   

### Unfulfilled Orders to Match

Select	Order Date	Outstanding	Dollar Amt	Order Number
<input checked="" type="radio"/>	08/04/2005	\$500.00	\$500.00	ZIP Delivery and Supplies <a href="#">12341234</a>
<input type="radio"/>	08/04/2005	\$500.00	\$500.00	ZIP Delivery and Supplies <a href="#">12341234</a>
<input type="radio"/>	10/21/2004	\$200.00	\$73.00	Office Depot <a href="#">1234567890</a>

Select an Order

Match to Order button

Date Range - Unmatched Transactions Available to Match:

    to   

### Unmatched Transactions Available

Select	Trans Date	Amount	Merchant	Use ID
<input type="checkbox"/>	07/08	\$56.20	Office Depot	63
<input type="checkbox"/>	07/08	\$49.00	Zip Delivery	00000000000000000000
<input type="checkbox"/>	07/07	\$799.26	Zip Delivery	9330007135510

Select the correct Transaction





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**Order Management**[Order Maintenance](#)  
[Match Multiple Orders](#)**Transaction Management****Account Information****Reporting****My Personal Information**[Home](#)[Contact Us](#)

### Are You Sure?

[★ Log Out](#)

Matching will replace existing transaction allocations.

Do you still wish to continue?

[Yes, Match](#)[Cancel Match](#)



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## U.S. Bank Access® Online

**Order Management**[Order Maintenance](#)  
[Match Multiple Orders](#)**Transaction Management****Account Information****Reporting****My Personal Information**[Home](#)[Contact Us](#)

### Match Multiple Orders To Transactions

**Select Transactions to Match**[Log Out](#)Card Account Number: \*\*\*\*5691, DAMITA MARALDO  
Role: Cardholder[Switch Role](#)**i Request has been successfully completed.**

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

   
[Match To Order](#)

Date Range - Unmatched Transactions

   
[Match To Order](#)[Check All Shown](#) | [Uncheck All Shown](#)**Unmatched Transactions Available to Match**

Note: Locked Transactions are not available for matching.

**Unfulfilled Orders to Match**

Select	Order Date	#	Amount	Outstanding Dollar Amnt	Merchant	Order Number
<input type="radio"/>	04/24/2007		\$1,500.00	\$1,500.00	DOD EMAIL	<a href="#">0000103753</a>
<input type="radio"/>	04/14/2007	1	\$751.95	\$751.95	Charles E. Smith Real Est.	<a href="#">CCA-06-251</a>
<input type="radio"/>	04/10/2007	1	\$162.36	\$162.36	Charles E. Smith Real Esta	<a href="#">CCA-06-207-06</a>
<input type="radio"/>	04/10/2007	1	\$338.25	\$338.25	Charles E. Smith	<a href="#">CCA-06-262-03</a>
<input type="radio"/>	04/10/2007	1	\$338.25	\$338.25	Charles E. Smith Real Esta	<a href="#">CCA-06-262-03</a>
<input type="radio"/>	04/05/2007		\$349.26	\$349.26	Platt Electric Supply 0057	<a href="#">0000102366</a>
<input type="radio"/>	03/28/2007		\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	<a href="#">CCA-06-259-02</a>

Select	Trans Date	Amount	Merchant
<input type="checkbox"/>	03/21	\$508.40	OMBE
<input type="checkbox"/>	03/21	\$1,159.00	COM
<input type="checkbox"/>	03/21	\$269.40	PAC
<input type="checkbox"/>	03/20	\$1,195.56	DOD
<input type="checkbox"/>	03/20	\$311.06	PLA
<input type="checkbox"/>	03/20	\$38.20	PLA
<input type="checkbox"/>	03/20	\$1,173.78	THA





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# CH Statement Approval

Address <https://access.usbank.com/cpsApp1/USBComServlet> Go Favorites

**U.S. Bank Access® Online**

**Transaction Management**  
Card Account Summary with Transaction List

Account #  Name  [Switch Accounts](#)

[Create Order](#) [View Orders](#) [Card Acct List](#) [Trans List](#)

[\[-\] Card Account Summary](#)

Account Number:  \$1,824.50 (8)  
Account Name:  Trans: \$1,831.41 (11)

Billing Cycle Close Date:

Total \$ (#) of Reallocated Transactions: \$7,024.00  
% of Transactions Reallocated: 27%  
Total \$ (#) of Transactions: \$2,536.40 (10)

[Open Account](#)

[Approve Statement](#)

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[\[+\] Search Criteria](#) [Return to top](#)

[\[-\] Transaction List](#) [Return to top](#)

Records 1 - 10 of 10  
[Check All Shown](#) | [Uncheck All Shown](#)

CATALINOUDET'S STATEMENT



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# CH Statement Approval

## Transaction Management

### Card Account Summary with Transaction List

Log Out

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO  
Role: Cardholder [Switch Role](#)

[Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [Trans List](#)

#### [\[-\] Card Account Summary](#)

Account Number: \*\*\*\*\*5691 Total \$ (#) of Outstanding Orders: \$20,416.53 (20)  
Account Name: DAMITA MARALDO Total \$ (#) of Unmatched Transactions: \$51,908.99 (167)

Billing Cycle Close Date:

Total \$ (#) of Reallocated Transactions: \$0.00 (0)

% of Transactions Reallocated:

Total \$ (#) of Transactions:

Open Account

Approve Statement

Totals are for the account, not the selected cycle.

Statement Approval History

Approval Status	Approval Date	Approved by
-----------------	---------------	-------------

*No statement approval history exists for this account.*





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# ***CH Statement Approval***

## **Transaction Management**

### **Card Account Statement Confirmation**

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.

**Agree**

**Disagree**



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# Managing Account Certification

**Transaction Management** ★ Log Out

**Managing Account List**

[Create Order](#) | [Manage Orders](#) | **» Managing Acct List** | [Card Acct List](#) | [Trans List](#)

**[+] Product Summary**

Total Number of Managing/Diversion Accounts: 2 Active Card Accounts: 14 Suspended Card Accounts: 0

**[+] Search Criteria** [Return to top](#)

**[+] Managing Account List** [Return to top](#)

Records 1 - 2 of 2

[Show # of Approval Trans](#) | [Show \\$ of Approval Trans](#)

Select	Account Number	Account Name	Cycle Date	# of Trans Posted	\$ of Trans Posted	# of Trans Disputed	\$ of Trans Disputed	Total % Realloc Trans
<input type="checkbox"/>	<a href="#">MA 4716432143214321</a>	ACME CP ORGANIZATION	04/09/2006	271	\$121,716.82	0	\$0.00	0%
<input type="checkbox"/>	<a href="#">MA 4716543254325432</a>	ACME CP ORG TEST	04/10/2006	263	\$170,229.13	0	\$0.00	0%

**Open Account**

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 2 of 2

**Certify** **Reject**



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# Managing Account Certification

[Log Out](#)

**U.S. Bank Access® Online**

**Transaction Management**  
Managing Account Summary with Card Accts

Managing Account Number: Account # 33.1 Name: Switch Accounts  
Role: Certified - BO Switch Role

Create Order Manage Orders » Card Acct List Trans

**[+] Managing Account Summary**

Account Number: 4711 Number Account Name: NAN Name

Cycle: 07/18/2008 **Search**

Total # Open 07/18/2008 06/19/2008 Suspe 05/19/2008 Previous 04/18/2008 Payment 03/19/2008 02/19/2008

Certify MA/DA Statement

Approval Status: Approval history exists for this account.  
No statement approval history exists for this account.

**[+] Search Criteria** [Return to top](#)

A callout bubble points to the 'Search' button with the text: Click the **Search** button to bring up a list of transactions within that cycle.

A callout bubble points to the 'Search' button in the dropdown menu with the text: Choose the billing cycle that you want to Approve from the drop down arrow. If you select Open you will be in the NEW cycle.





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# Managing Account Certification

[\[-\] Search Criteria](#) [Return to top](#)

Transaction Amount: Purchase ID: Approval Status: [Advanced Search](#)

Order Match Status: [All Matched](#)

Disputed Transactions: Reallocated Transactions:

Display [25](#) Transactions per page

[Search](#) [Reset & Search with Defaults](#)

[\[-\] Transaction List](#) [Return to top](#)

Records 1 - 8 of 8

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans	Posting	Merchant	City/State	Amount	Purchase ID	Accounting Code	
		<a href="#">D</a>	<a href="#">S</a>	<a href="#">A</a>	<a href="#">D</a>	<a href="#">A</a>	<a href="#">D</a>				
<input type="checkbox"/>	Final Approved	<a href="#">MM</a>	05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	\$269.40	05691	<a href="#">A</a>	1111111111 2222222 33333	
<input type="checkbox"/>	Final Approved	<a href="#">MM</a>	05/20	05/24	DOD EMAIL	BATLE CREEK, MI	\$1,195.56	05691	<a href="#">A</a>	1111111111 2222222 33333	
<input type="checkbox"/>	Final Approved	<a href="#">MM</a>	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	<a href="#">A</a>	1111111111 2222222 33333	
<input type="checkbox"/>	Approved	<a href="#">MM</a>	05/20	05/21	PLATT ELEC SPPLY	0057	5036416121, UT	\$38.20	05691	<a href="#">A</a>	1111111111 2222222 33333
<input type="checkbox"/>	Approved	<a href="#">MM</a>	05/18	05/19	DOD EMAIL	BATLE CREEK, MI	\$185.00	05691	<a href="#">A</a>	1111111111 2222222 33333	
<input type="checkbox"/>	Approved	<a href="#">MM</a>	05/18	05/19	DOD EMAIL	BATLE CREEK, MI	\$96.12	05691	<a href="#">A</a>	1111111111 2222222 33333	
<input type="checkbox"/>	Approved	<a href="#">MM</a>	05/18	05/19	DOD EMAIL	BATLE CREEK, MI	\$295.49	05691	<a href="#">A</a>	1111111111 2222222 33333	
<input type="checkbox"/>	Approved	<a href="#">MM</a>	05/18	05/19	DOD EMAIL	BATLE CREEK, MI	\$53.83	05691	<a href="#">A</a>	1111111111 2222222 33333	

[D](#) Disputed [M](#) Matched [A](#) Exception [R](#) Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 8 of 8

[Reallocate](#) [Mass Reallocate](#) [Match To Order](#) [Approve](#) [Reject](#)



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# Managing Account Certification

**Transaction Management** ★ Log Out

**Transaction Detail**

Account Number: 4716300005905691, DAMITA MARALDO Switch Accounts

[Manage Orders](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

**Transaction Summary**

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
<span style="color: green;">M</span>		05/20	05/21	PLATT ELEC SUPPLY 0057	5036416121, UT	\$38.20	05691	<span style="color: green;">A</span> 111111111 2222222 33333

(R) Reviewed (D) Disputed (M) Matched (E) Exception (R) Reallocated

[Summary](#) [Matched Order](#) [Allocations](#) [Comments](#) [Approval History](#)

The Summary tab shows high-level transaction information. To approve the transaction, click "Approve". To reject the transaction, click "Reject". To initiate a dispute, click the "Dispute Transaction" link.

**Transaction**

Date: 05/20/2006 Billing Cycle: Open  
Purchase ID: 05691 Posting Date: 05/21/2006  
Total Amount: 38.20 Reference Number: 4716300005905667  
Authorization Number: 089581

Memo Post: Yes

Sales Tax: 0.00 Extract Date(s)  
Freight: 0.00 Most Recent Standard Financial Extract:  
General Ledger Extract:  
Payment Extract:

**Merchant**

Name: PLATT ELEC SUPPLY 0057 Source Currency: U.S. Dollar  
City/State: 5036416121, UT Source Currency Amt: 38.20  
Transaction Type: SALES DRAFT  
MCC Code: 5211  
MCC Description: LUMBER & BUILDING MATERIA

Approve Reject

**Dispute**  
Dispute information is only reflected for disputes submitted through this system.  
• none

**Sales Draft Requests**  
• none

[Dispute Transaction](#)





# Managing Account Certification

Summary   Matched Order   Allocations   Comments   Approval History

The Approval History tab displays approval actions taken on a transaction.

**Approval Actions**

Approver	Date/Time	Approval Action	Approver Modifications
Administrator, Alice	06/15 12:54 PM CDT	Final Approved	
Auto Approved	06/15 12:43 PM CDT	Approved	
Maraldo, Damita	06/15 12:38 PM CDT	Unmatched	A
Auto Approved	06/15 12:35 PM CDT	Approved	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation
- 2 Incorrect approver sequence / additional approval needed
- 3 Incorrect or insufficient transaction comments information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect order match
- 7 Other

Key for Approver Modifications:

A Changed Allocation  
C Changed Transaction Comments  
U Changed User Line Items





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# Managing Account Certification

[\[-\] Search Criteria](#) [Return to top](#)

Transaction Amount: Purchase ID: Approval Status: [Advanced Search](#)

Order Match Status:

Disputed Transactions: Reallocated Transactions:

Display  Transactions per page

[Search](#) [Reset & Search with Defaults](#)

[\[-\] Transaction List](#) [Return to top](#)

Records 1 - 8 of 8

[Check All Shown](#) | [Unchecked All Shown](#)

Select Status:  Disputed  Matched  Exception  Reallocated

	Amount	Purchase ID	Accounting Code
<input type="checkbox"/> <a href="#">Approved</a> 05/20 05/21 PLATT ELEC SPPLY 0057 5036416121, UT	\$269.40	05691	<a href="#">111111111 2222222 33333</a>
<input type="checkbox"/> <a href="#">Approved</a> 05/18 05/19 DOD EMAIL BATLE CREEK, MI	\$1,195.56	05691	<a href="#">111111111 2222222 33333</a>
<input type="checkbox"/> <a href="#">Approved</a> 05/18 05/19 DOD EMAIL BATLE CREEK, MI	\$1,159.00	05691	<a href="#">111111111 2222222 33333</a>
<input type="checkbox"/> <a href="#">Approved</a> 05/18 05/19 DOD EMAIL BATLE CREEK, MI	\$38.20	05691	<a href="#">111111111 2222222 33333</a>
<input type="checkbox"/> <a href="#">Approved</a> 05/18 05/19 DOD EMAIL BATLE CREEK, MI	\$185.00	05691	<a href="#">111111111 2222222 33333</a>
<input type="checkbox"/> <a href="#">Approved</a> 05/18 05/19 DOD EMAIL BATLE CREEK, MI	\$96.12	05691	<a href="#">111111111 2222222 33333</a>
<input type="checkbox"/> <a href="#">Approved</a> 05/18 05/19 DOD EMAIL BATLE CREEK, MI	\$295.49	05691	<a href="#">111111111 2222222 33333</a>
<input type="checkbox"/> <a href="#">Approved</a> 05/18 05/19 DOD EMAIL BATLE CREEK, MI	\$53.83	05691	<a href="#">111111111 2222222 33333</a>

[Check All Shown](#) | [Unchecked All Shown](#)

Records 1 - 8 of 8

[Reallocate](#) [Mass Reallocate](#) [Match To Order](#) [Approve](#) [Reject](#)

**Select the Transaction you want to Final Approve**

**Approve**



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# Managing Account Certification

**U.S. Bank Access® Online**

**Transaction Management**  
Managing Account Summary with Card Account List

**Log Out**

System Administration  
Order Management  
Transaction Management  
Card Account List  
Transaction List  
Account Information  
Data Exchange  
Reporting  
My Personal Information

Home  
Contact Us

Managing Account Number: 4741, S\*  
Role: Certified - BO  
Account #  
Name  
Switch Accounts  
Switch Role  
Create Order Manage Order List Trans List

**[+] Managing Account Summary**

Account Number: 47 Account # 47 Account Name: STI Name CK  
Cycle: 07/18/2008 **Search** Display All Card Accounts for All Managing/Diversion Accounts

Total # Card Accounts: 3 Total Fees: \$0.00  
Open Card Accounts: 1 Total Transactions: \$134.74 4  
Suspended Card Accounts: 0 Cardholder Approved Transactions: \$134.74 4  
Previous Statement Balance: \$0.00  
Payments Since Previous Statement: \$0.00

**Certify MA/DA Statement**

**Certify MA/DA Statement**

Approval Status Approval History

No statement approval history exists for this account.

**[+] Search Criteria** [Return to top](#)



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# **Managing Account Certification**

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**usbank.** Five Star Service Guaranteed

United States Army

## U.S. Bank Access® Online

System Administration  
Order Management  
Transaction Management  
Card Account List  
Transaction List  
Account Information  
Data Exchange  
Reporting  
My Personal Information

Home  
Contact Us

### Transaction Management

#### Managing Account Statement Confirmation

Pursuant to authority vested in me, I certify that this invoice (billing statement) is correct and proper payment except as may be noted herein or on supporting documents.

**Agree** **Disagree**

Agree

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